



CITY OF LONG BEACH

EMPLOYMENT OPPORTUNITY

Medical Assistant I (Full Time/Unclassified)

Physician Services Bureau

\$12.416 – \$16.714 per hour

DEPARTMENT OF HEALTH & HUMAN SERVICES

POSITION:

The City of Long Beach Department of Health and Human Services, Physician Services Bureau, is recruiting for a Health Medical Assistant I position. Under the direction of a program supervisor, the Medical Assistant I provides assistance to licensed medical staff in the administration of diagnostic and therapeutic services necessary for the care and treatment of individuals who are in need of service. The position is located at the Main Health Department Headquarters, 2525 Grand Ave. in Long Beach, CA.90815



EXAMPLES OF DUTIES:

- Serves as clerical staff responsible for scheduling appointments, insurance eligibility verification, management of medical information, filing, and processing of medical forms and correspondence.
- Compiles and enters medical data.
- Manages patient referrals and required documentation.
- Orders medical and office supplies and maintains inventory.
- Assists with patient education, translation of health information, outreach, and linkage services.
- Assists medical provider during the facilitation of the entire patient evaluation process.
- Assists health care provider with procedures and exams.
- Observes and follows required safety protocols when performing duties, including handling and disposal of sharps, use of personal protective equipment, exposure to bloodborne pathogens, and general safety of employees and patients.
- Other duties as assigned.

QUALIFICATIONS:

- High School diploma and completion of an accredited medical assistant program with valid California certificate as a Medical Assistant.
- Experience with electronic Medical records highly desirable.
- Current CPR/AED certification.
- Bilingual English/Spanish skills are highly desirable.
- Computer literacy.

SUCCESSFUL CANDIDATES WILL DEMONSTRATE:

- Excellent oral and written communication skills.
- Excellent attention to detail.
- The ability to work independently, exercise sound judgment, be flexible and manage a multiple assignments within a fast paced working environment.
- The ability to maintain a positive work/office environment and work cooperatively as a team member.
- Ability to demonstrate excellent interpersonal skills and ability to interact with the general public, medical providers, and community partners.
- Strong organizational and time management skills.
- Ability to maintain confidentiality and knowledge of California HIPAA regulations.
- Comprehensive computer skills, knowledge of word processing and data management software, data entry, electronic health records, and use of internet.

APPLICATION PROCESS:

This recruitment is open until filled. To be considered, please email a letter of interest, and resume to the email address below. Please include “**Req HE16-072 PS Medical Assistant I**” in the email subject line.

LBDHHS-JobApplications@longbeach.gov

Resumes will be reviewed for depth and breadth of experience, and for level and relatedness of education. The most qualified candidates will be invited to participate in further selection procedures. Applicants who do not meet the minimum requirements will not be considered.

(Req. HE16-072)

The City of Long Beach is an Equal Opportunity Employer. We value and encourage diversity in our workforce.

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990.

If a special accommodation is desired, or if you would like to request this information in an alternative format, please call (562) 570-4009. In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for positions interacting with the public.